

Approved For Release 2008/03/04 : CIA-RDP86-00735R000100060014-3

1st Quarter  
83

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Office: Logistics/Supply Division

Objective Statement: Develop a Purification Program to improve the viability of the ICS Data Base Prior to Implementation of STAT (Circa 1985)

Responsible Officer:

Significant Funding A

Quarter Ending: 31

FY-83

FY-84

O — Scheduled

X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Purge requisition suspense file of dead records and followup with a semi-annual reconciliation program to preclude reoccurrence.			0x			0			0			0
Develop and implement a program to purge slow/nonmoving items from the Inventory												0
Clean up the warehouse locations in the ICS and develop a program for daily maintenance.									0			
Expand the inventory and inspection responsibility to include an audit function												0

NARRATIVE REPORT

PERIOD: 1 Oct 82 - 31 Dec 82

DEVELOP A PURIFICATION PROGRAM TO IMPROVE VIABILITY OF ICS DATA BASE

PRIOR TO IMPLEMENTATION OF LIMS (CIRCA 1985)

Activity #1: Requisition Suspense File Clean-UP

1. ACTIVITY THIS PERIOD

During this period a total of 942 open records covering the period 1976-1981 have *BEEN* reconciled with customers. Of this figure, a total of 486 records have been purged as being complete or no longer required. Another 880 records in this category are pending reconciliation. Response from customers has been good and it is widely felt that this type of exercise is beneficial to all concerned. A good example of how the customer can benefit is the case of one account being able to "find" a piece of equipment (value in excess of \$300K) that was received several years ago and inadvertently not picked up on their Type II Account.

2. PROBLEMS AND SHORTFALLS:

Nothing Significant

3. PLANS FOR THE NEXT PERIOD:

Continue to reconcile the balance of 880 open records.

4. LONG TERM OUTLOOK:

Good

NARRATIVE REPORT

PERIOD: 1 Oct 82 - 31 Dec 82

Activity #2: Develop and Implement A Program to Purge Slow/Non-Moving Items From The Inventory

1. ACTIVITY THIS PERIOD

Meetings with applicable cognizant offices have been held; computer extracts of slow moving items have been provided to cognizant offices; A total of 247 items have been purged.

2. PROBLEMS AND SHORTFALLS:

Major problem is that slow moving items under cognizant offices (E.G. COMMO, OTS) require review by technicians prior to purging. Tendency is to hold on to materiel for possible future use.

3. PLANS FOR THE NEXT PERIOD:

Continue to work with cognizant offices.

4. LONG TERM OUTLOOK:

Too early to tell

NARRATIVE REPORT

PERIOD: 1 Oct 82 - 31 Dec 82

Activity #3: Clean-Up The Warehouse Locations In the ICS and Develop A Program for  
Daily Maintenance

1. ACTIVITY THIS PERIOD:

During this period 1521 line items with multi-locations were researched and validated.  
Of this figure a total of 373 line items required a change or deletion of locations.

2. PROBLEMS AND SHORTFALLS:

None at this time

3. PLANS FOR THE NEXT PERIOD:

Research and correct stock line items (832) without recorded locations.

4. LONG TERM OUTLOOK

Good

NARRATIVE REPORT

PERIOD: 1 Oct 82 - 31 Dec 82

Activity #4: Expand the Inventory and Inspection responsibility to include an Audit Function

1. ACTIVITY THIS PERIOD:

The Inventory and Audit Section was established and placed under SD/OSB. Action is currently underway to complete staffing the new section and finalizing its mission and responsibilities.

2. PROBLEMS AND SHORTFALLS:

None

3. PLANS FOR NEXT PERIOD:

Activate the Inventory and Audit Section.

4. LONG TERM OUTLOOK:

Good

Office: OL/SD/SMB

Objective Statement: Feasibility study and recommendations for efficient repair and return of equipment

Responsible Officer:

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Quarter Ending: 31 December 1982

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Review current procedures for the repair of materiel - Procurement.			XO									
Review current procedures for the return of materiel after repair - Supply.					0							
Consider alternative methods for having materiel repaired and returned.									0			
Submit recommendations to Chief, Supply Division.												0



NARRATIVE REPORT

PERIOD: 1 October 1982 - 31 December 1982

FEASIBILITY STUDY AND RECOMMENDATION FOR EFFICIENT REPAIR AND RETURN OF EQUIPMENT

1. ACTIVITY THIS PERIOD

Met with OL/PD representatives concerning methods currently used to process repair and return requests. They believe that the current system is working and do not believe it would be feasible to have material sent to one or more individual contractors to have items repaired by service contracts. Their reasoning is that the items are too diversified or different.

2. PROBLEMS AND SHORTFALLS

OL/PD has the most problems with customer not knowing how item was bought, i.e. SC-0, SC-1, etc. Also, customer does not declare value or indicate what is wrong with the item. These problems should be correctable as SI 45-80 specifically states that customer must provide sterility code, declared value, and nature of problem.

3. PLANS FOR THE NEXT PERIOD

Meet with CR&DS to determine what problems they encounter in processing repair and return items.

4. LONG RANGE OUTLOOK

Too early to tell.

Office: OL/SD/CD/MFB  
 Objective Statement: Handline storage and disposal of hazardous waste materials.  
 Responsible Officer:   
 Significant Funding Amount: \$  FY 83  
 Quarter Ending: December 31, 1982

O — Scheduled  
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Compile inventory of all hazardous waste materials for disposal that are currently held <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		X										
Participate in joint discussions with Agency components for development of pertinent Agency regulations governing transportation, storage or disposal of hazardous waste materials.						0						
Participate in joint discussions with the Environmental Protection Agency in regard to the assignment of an EPA authorization number, temporary or permanent, to the <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> facility.		X										
Develop sources of EPA authorized commercial vendors or facilities with transport of disposal capabilities.						0						
Implement disposal procedures as appropriate.							0					

STAT

STAT

OBJECTIVE STATEMENT: Handling, storage and disposal of hazardous waste materials.

JUSTIFICATION: Develop and establish procedures  for handling and disposal of hazardous waste products in accordance with EPA regulations established by Resources Conservation and Recovery Act of 1976, Public Law 94-580

Office: OL/SD/CD/MFB  
 Objective Statement: Establish a program to monitor usage of packaging supplies and  
 Responsible Officer: material on a yearly basis including a reorder cycle.  
 Significant Funding Amount: \$ \_\_\_\_\_ FY 83  
 Quarter Ending: 31 December 1982

O — Scheduled  
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Conduct a feasibility study in conjunction with Data Control Branch/SD/OL			X									
Request Data Control Branch/SD/OL approach Systems Analysis Branch/P&PS/OL with recommendations for presentation to Office of Data Processing						0						
Review and planning period in coordination with DCB, SAB and ODP									0			
Conduct test run of program												0

OBJECTIVE STATEMENT: Establish a VM program to monitor usage of package supplies and material on a yearly basis including a reorder cycle.

JUSTIFICATION: Monitor consumption of packaging materiel and automatically identify items which should be reordered. Automated VM program replaces current manual method for obtaining the information.

Office:

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Objective Statement:

Establish a VM program to obtain statistical data on weight, cube and number of pieces processed through Preservation & Packaging Section on a continuing basis as a management tool to supplement statistics on line item count.

O — Scheduled  
X — Actual

Responsible Officer:

[Redacted]

Significant Funding Amount: \$ \_\_\_\_\_ FY 83

Quarter Ending: 31 December 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish a test mode for the program	X											
Implement the program and become operational		X										
COMPLETED												

OBJECTIVE STATEMENT: Establish a VM program to obtain statistical data on weight, cube and number of pieces processed through Preservation and Packaging Section on a continuing basis as management tool to supplement statistics on line item count.

JUSTIFICATION: Compile statistical data to provide senior management with information on the weight, number of pieces and cube processed through the Preservation and Packaging Section, MFB. Replaces manual system used for compiling data to measure productivity. Although line item count may fluctuate, productivity can be reviewed more carefully by monitoring weight, number of pieces and cube.

Office: OL/SD.

Objective Statement: Provide management information on the upgrade

Responsible Officer:

Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_

Quarter Ending: 31 December 1982

O — Scheduled

X — Actual

STAT

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Implement a system to track upgrades	0		X									STAT
Provide status reports on progress of the upgrade to management.			0X			0			0			0



NARRATIVE REPORT

PERIOD: 1 Oct 82-31 Dec 82

PROVIDE MANAGEMENT INFORMATION ON THE UPGRADE OF MIDWEST DEPOT

1. ACTIVITY THIS PERIOD:

A tracking method for monitoring the upgrade has been developed. There are 13 renovation projects scheduled for FY 83. The most significant being renovation of the Administration Bldg, and installation of a secure vault.

2. PROBLEMS AND SHORTFALLS:

Nothing significant

3. PLANS FOR THE NEXT PERIOD:

Continue with renovation

4. LONG TERM OUTLOOK:

Good

Office: OL/SD/SMB

O — Scheduled

Objective Statement: Review and establish procedures for the expeditious processing of re-

X — Actual

Responsible Officer: ceiving reports to the Office of Finance in support of the Prompt Payment Act (P.L. 97-177)

Significant Funding A: \_\_\_\_\_ FY: \_\_\_\_\_

Quarter Ending: 31 December 1982

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Brief appropriate personnel on their responsibilities regarding the Prompt Payment Act (P.L. 97-177).	0X											
Establish an interim procedure to manually track orders when payment has been made and receiving data is incomplete.				0								
Devise follow-up procedures for direct vendor contact via phone.		0X										
Establish interface between ICS and CONIF data systems.					0							0
Devise an automated daily report which identifies orders by exception to help ensure compliance with this MBO.					0							

NARRATIVE REPORT

PERIOD: 1 October 1982 - 31 December 1982

ESTABLISH PROCEDURES TO EXECUTE PAYMENTS IN ACCORDANCE WITH P.L. 97-177

1. ACTIVITY THIS PERIOD

A meeting, chaired by Chief, Supply Management Branch, SD/OL, was held at [ ] on 23 September 1982. In attendance were representatives from the Office of Logistics, Office of Finance, and Office of Communications. All attendees were apprised of their upcoming responsibilities in relation to expeditious processing.

STAT

2. PROBLEMS AND SHORTFALLS

STAT

3. PLANS FOR THE NEXT PERIOD

Milestones 2 and 5 should be completed.

4. LONG TERM OUTLOOK

Favorable at this time except for Milestone 4. Representatives from OL, OF, and ODP are working on this project jointly. The revised projected completion date is now fall, 1983.

Office: OL/SD

Objective Statement: Design methods for improving responsiveness to furniture requirements

Responsible Officer:

Significant Funding Amount: \$\_\_\_\_\_ FY\_\_\_\_\_

Quarter Ending: 31 December 1982

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish a task force to conduct a study on current procedures for acquiring furniture.		X										
Define problem areas.					0							
Develop proposed alternatives to correct problems.							0					
Implement approved methodologies.										0		

NARRATIVE REPORT

PERIOD: 1 October 1982 - 31 December 1982

DESIGN METHODS FOR IMPROVING RESPONSIVENESS TO FURNITURE REQUIREMENTS

1. ACTIVITY THIS PERIOD

Meetings were held with representatives from Supply and Logistics Services Divisions concerning types of furniture to be stocked. It was decided that 25 sets of furniture be stocked for GS-15 to SIS-3 and 5 sets of furniture for SIS-4 and above. Also, [ ] is being expanded to cover types of furniture available from STAT stock and methods of payment. OL will fund for initial buy of furniture which will cost about \$140,000. Customers will cite PRA to draw the items from stock.

2. PROBLEMS AND SHORTFALLS

None foreseen at this time.

3. PLANS FOR THE NEXT PERIOD

Publish an illustrated furniture catalog with stock numbers, prices, and instructions on how to order. Define any problem areas if necessary.

4. LONG TERM OUTLOOK

Favorable at this time.

Office: OL/SD/SMB

O — Scheduled

Objective Statement: Review and establish procedures for the expeditious processing of re-

X — Actual

Responsible Officer: ceiving reports to the Office of Finance in support of the Prompt Payment Act (P.L. 97-177) STAT

Significant Funding A \_\_\_\_\_ FY \_\_\_\_\_

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Brief appropriate personnel on their responsibilities regarding the Prompt Payment Act (P.L. 97-177).	X											
Establish an interim procedure to manually track orders when payment has been made and receiving data is incomplete.				0								
Devise follow-up procedures for direct vendor contact via phone.		X										
Establish interface between ICS and CONIF data systems.					0							0
Devise an automated daily report which identifies orders by exception to help ensure compliance with this MBO.					0							

NARRATIVE REPORT

PERIOD: 1 October 1982 - 31 December 1982

ESTABLISH PROCEDURES TO EXECUTE PAYMENTS IN ACCORDANCE WITH P.L. 97-177

1. ACTIVITY THIS PERIOD

A meeting, chaired by Chief, Supply Management Branch, SD/OL, was held [redacted] on 23 September 1982. In attendance were representatives from the Office of Logistics, Office of Finance, and Office of Communications. All attendees were apprised of their upcoming responsibilities in relation to expeditious processing.

STAT

2. PROBLEMS AND SHORTFALLS

STAT

3. PLANS FOR THE NEXT PERIOD

Milestones 2 and 5 should be completed.

4. LONG TERM OUTLOOK

Favorable at this time except for Milestone 4. Representatives from OL, OF, and ODP are working on this project jointly. The revised projected completion date is now fall, 1983.

Office: OL/SD

Objective Statement: Provide management information on the upgrade

Responsible Officer:

Significant Funding Amount: \$  FY

Quarter Ending:

O — Scheduled

X — Actual

STAT  
STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Implement a system to track upgrades <input type="text"/>			X									
Provide status reports on progress of the upgrade to management.			0			0			0			0

STAT



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Office: OL/SD

O — Scheduled

Objective Statement: Design methods for improving responsiveness to furniture requirements

X — Actual

Responsible Officer:

STAT

Significant Funding Amount: \$  FY

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Establish a task force to conduct a study on current procedures for acquiring furniture.		X										
Define problem areas.					0							
Develop proposed alternatives to correct problems.							0					
Implement approved methodologies.										0		

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2. PROBLEMS AND SHORTFALLS

None foreseen at this time.

3. PLANS FOR THE NEXT PERIOD

Publish an illustrated furniture catalog with stock numbers, prices, and instructions on how to order. Define any problem areas if necessary.

4. LONG TERM OUTLOOK

Favorable at this time.